

**MINUTES  
of the  
OFF-HIGHWAY VEHICLE ADVISORY GROUP (OHVAG)  
of  
ARIZONA STATE PARKS  
MEETING OF JANUARY 12, 2007  
ARIZONA STATE PARKS OFFICES  
PHOENIX, ARIZONA**

**A. NEW MEMBER ORIENTATION**

Pete Pfeifer received administrative information on the make up, function, and procedures pertaining to the work of OHVAG and membership in a State Parks advisory group.

**B. CALL TO ORDER AND ROLL CALL**

Chair John called the meeting to order at 1:31pm. Ruth Shulman advised the Chair of a quorum.

Committee Members Present:

Harold "Drew" John, Chair  
Richard "Hank" Rogers  
Sandee McCullen  
Pete Pfeifer  
Rebecca Antle

Committee Members Absent:

Mike Sipes  
Jim Schreiner

Arizona State Parks (ASP) Staff:

Amy Racki, OHV Coordinator  
Tanna Thornburg, Chief of Planning  
Robert Baldwin, Recreational Trails Grants Coordinator  
Joy Hernbrode, Assistant Attorney General representing ASP  
Nathan Fidel, Assistant Attorney General's office  
Ruth Shulman, Advisory Group Coordinator

Other Individuals Present:

Tammy Pike, US Forest Service (USFS)  
Bill Gibson, Bureau of Land Management (BLM)  
Tom Bickaaskas, Service First Recreation Solutions  
Joe Sacco, Arizona Game and Fish Department (AGFD)

### **C. INTRODUCTION OF MEMBERS AND STAFF**

Members and Staff introduced themselves.

### **D. ACTION ITEMS**

#### **1. Approval of Minutes from the November 4, 2006 meeting.**

Hank Rogers moved to approve the minutes as presented. Sandee McCullen seconded the motion, which carried with no further discussion.

#### **2. Elect an OHVAG Member to Serve as Liaison to the Grant Rating Team for the 2007 Recreational Trails Program (RTP) Motorized Grant Applications.**

Bob Baldwin spoke briefly on the purpose of the liaison. The liaison meets with the grant rating team, receives copies of the grant applications to review, and meets with the rating team to discuss the applications. The liaison contributes to the rating discussion, but does not have a vote in the rating of the grants. The liaison votes on grant applications as part of OHVAG. Bob Baldwin noted that a two-hour meeting serves to introduce the process and distribute the applications. That meeting will take place prior to the May meeting of OHVAG. Approximately two weeks later, another meeting takes place to rate the grants; this meeting varies in length depending on the number of applications. The liaison also reports on the process and makes observations to OHVAG members.

Hank Rogers volunteered to serve as this grant cycle's liaison. Sandee McCullen moved that Hank Rogers join the grant review team and report back to OHVAG for this grant cycle. Pete Pfeifer seconded the motion. Hank Rogers abstained from the vote, which carried with no further discussion.

#### **3. Discuss OHV Education Grants.**

Bob Baldwin discussed the difference in funding sources for grants available for OHV projects/programs. The OHV Recreation Fund is an appropriation by the State Legislature, derived from gas tax revenues. These funds are not available to private and non-profit entities, and are limited to governmental agencies at the federal, tribal, state, county or local level. The funds may be used for informational and environmental education programs by statute. Currently, the OHV Recreation Fund is used to fund partnership agreements with governmental agencies, and also to conduct special OHV projects within the state.

The Recreation Trails Program (RTP) grants funds derive from a federal aid program designed to help states build and maintain both non-motorized and motorized trails. Grants are competitive and must be

approved by not only OHVAG, and the Arizona State Parks Board (ASPB) but also the Federal Highway Administration (FHWA). Applicants must provide matching funds to be eligible and follow state and federal regulations governing disbursement of grant moneys. Funds available for education programs/projects are limited to 5% of the annual apportionment, and are further split 50/50 between motorized and non-motorized uses. This results in approximately \$30,000 in education funds, which are available to private and non-profit organizations. This amount is insufficient to sustain a competitive grant program.

In the year 2001, the motorized trails grants program funding was switched from the state OHV Recreation Fund to the federal RTP fund. Since that time, three educational grants have been awarded, however these were awarded prior to the ASPB realizing that the federal program limited educational money to 5% of the allocation annually. The federal program also defines "education" rather narrowly.

Chair John noted that in public surveys conducted by the Arizona Game and Fish Department (AGFD) for OHV legislation, educational programs ranked fairly low. Sandee McCullen said that the way the survey questions were worded had an affect on the low ranking of education. Hank Rogers said that, in the meeting he had attended, education rated low as well.

The first grant, awarded in 2002, was to the Apache-Sitgreaves National Forest – Clifton Ranger District. A teacher in the Clifton-Morenci School District developed an environmental awareness and user responsibility curriculum. The intended audience for the curriculum was junior and senior high school students. The project coordinator left the district soon after the project began. Another component involved user surveys in the San Francisco River corridor and signage along the area. This component did not come to fruition and the project was withdrawn with no expenditure of funds.

The second grant was awarded in 2003 to the BLM – Arizona State Office as an education component in a larger grant. The grant was for classroom training in Tread Lightly principles. A portion of this grant is being funded through the state OHV Recreation fund currently as the amount originally awarded exceeded the funds available through the RTP program. This grant has an available balance of \$67,374 out of an original award of \$114,375 (with the 20% match, the total project cost is \$142,969).

The third grant was awarded in 2004 to the Campfire Desert Southwest Council in Yuma. The awarding of this grant took the entire available education outlay under the RTP program for both motorized and non-motorized for approximately three years. The original award was \$103,840 (with 20% match, \$129,800). The focus of this grant program

was to provide safety training for motorcycles and ATVs for users of all ages. There were Tread Lightly and responsible riding presentations made in classrooms throughout the Yuma area. The available balance for this program is \$15,079. A Powerpoint presentation is available to OHVAG members at their request.

Bob Baldwin concluded by saying that under the RTP program, education grants are not being encouraged, at least for the time being. Sandee McCullen asked if the Yuma presentations were still limited to that area, or had it spread to Prescott as was under discussion at one time. Bob Baldwin said that there remains about a year on the grant timeline, but that, with only \$15,079 left to disburse it would probably not be cost-effective to extend the program beyond Yuma. The Campfire organization is interested in continuing the program, but the mechanism to fund these grants is no longer in place.

Bill Gibson and Tom Bickauskas came to make a presentation on the BLM grant. Bill Gibson noted that the grant from 2003 was 26 months along. The OHV education scope item in the grant originally targeted 13-26 year-olds, but has expanded to include user groups, and public gatherings such as Public Lands Day and the Agua Fria Fiesta. Many of the accomplishments under this portion of the grant were done with the partnership of Service First/Recreation Solutions.

Tom Bickauskas presented information on Tread Lightly program, of which he is the principal deliverer. He reiterated that the main focus audience was 13-26 year-olds, as well as younger children. There is also an emphasis on “train the trainer” presentations in order to multiply the efforts. He spoke about the difficulty of reaching unaffiliated users.

Tom Bickauskas then provided handouts to the members (copies available). The handouts provided a summary of the Tread Lightly training agreements as well as a news article on the training. There are two levels of training: the three-hour classroom session, and the presentation made to general audiences. The 13-26 year old group remains the target audience because it is thought they will have the most influence on future generations.

The “train the trainer” program also comes in two levels. The three-hour classroom session qualifies one as a Tread Trainer. There is also a longer, more intense program that qualifies one as a Master Trainer.

Initially, the program was founded on a curriculum handed out to participants. Later sessions added a brainstorming session to solicit good venues for training. Tom Bickauskas said that a question was added to stimulate participants to consider themselves as trainers and to show that

the responsibility for training does not fall on any one area, such as government. Summer youth training works particularly well. However, feedback from previous participants is slow in coming.

At this point, Tom Bickauskas said, a dealer-training program is being developed. More training sessions will be offered in outlying areas around the state. However, funding will likely run out in June.

Successes he mentioned were: many clubs participated in the three-hour sessions; several summer camps for under-12 participants including games; and some summer youth employment programs. Tom Bickauskas feels that the summer youth programs were very successful in reaching those who have little outdoor experience at all. Another success was the addition of other Tread Lightly modules such as Introduction to GPS or Introduction to Map Reading. These would be suitable to present to dealerships, but right now the major venue for these classes is the North Mountain Visitor Center.

He also recommended making “booth presentations” at large events such as the Motocross race or the Outdoor Expo, which are not currently reportable under the grant.

Tom Bickauskas asked the membership to provide him with some feedback on additional training opportunities.

Sandee McCullen asked if he were using the NOHVCC materials, even though they are geared toward younger children (the Adventure Club books and CDs). Tom Bickauskas said that he was using those materials. Sandee McCullen said that she had successfully presented the Adventure Club materials in charter schools, at the K-12 levels. Further discussion on public vs. charter schools followed. Sandee McCullen also mentioned that using the CDs at booth presentations could be particularly effective, especially to younger children attending these events with adults.

Tom Bickauskas discussed the parts of the Tread Lightly program that appeal more to the teenage audiences, such as a “Plan Your Trip” role-play.

Pete Pfeifer mentioned that presentations to the National Youth Program Using Motorcycles (NYPUM) program would be a good idea, as well as some of the larger events held across the state.

Drew John said that dealers in the smaller towns might enjoy sponsoring the Trip Planning, GPS use, and Map & Compass Reading classes. A dealer sponsorship would help ensure a large turnout.

Amy Racki asked the members about what sort of training they liked the most and thought would be the most effective for this program in the future.

Drew John said that the program should spread out to the rest of the state, and not just focus on Maricopa County. He understands that resources to do the spreading, however it will never be as successful or accepted if the program doesn't spread. He also believes that training the trainers and training the dealers is crucial to the future. There is a dealer's organization being formed at the moment, and Drew John said that this would help Tread Lightly trainers reach the dealers. He also asked that Tom Bickauskas provide the members with a schedule of the training classes.

Further discussion followed on which groups had taken the training, and whether there was any follow-up/feedback provided to Tom Bickauskas. Pete Pfeifer asked if there was any info available online through the websites of various user groups. Tom Bickauskas said that he had not seen any user groups link to the Tread Lightly website, or provide a forum for Tread Lightly discussion.

Pete Pfeifer also asked about outreach to hunter's groups. Tom Bickauskas said that Tread Lightly has partnered with Cabela's and that this might be good training venue. Rebecca Antle said that cattleman's groups as well as hunter's groups would be useful. She also mentioned Sportsman's Warehouse stores.

Tom Bickauskas said that he would be renewing contacts with people trained in past sessions, and that would be a good way to spread the word.

Tanna Thornburg said that in the "big picture" of OHV education, there is still a search on for the most effective way to spend the dollars that are available. Some of the money in the state OHV Recreation Fund will be used for education for this cycle. In the past, hands-on 4-wheel drive classes were productive, well received, and quite expensive. Would it help to set aside a certain sum of money to supply dealer's packets with a discount coupon for approved hands-on classes? There is also some investigation of working more closely with the Natural Resource Conservation District (NRCD) education centers, and provide them with some funds for educating children. She feels that it would be practical to focus on one or two aspects of OHV education for the next few years. This would help provide a direction for future programs.

Drew John approves of the coupon idea. He feels that more education will help let people know what they don't know, and how that lack of knowledge can be alleviated. He says that AGFD is working on a program

that cuts across all types of users, which might be a reasonable project to provide assistance (though not necessarily funds).

Rebecca Antle said that if the coupon idea were successful, would it be possible to offer a coupon for Tread Lightly training as well. The Tread Lightly program is free, but perhaps there could be an advertising flyer included in the dealer packets.

Sandee McCullen noted that there is a nationally certified “4-Wheel 101” course available that might be appropriate for a coupon presentation. She said that the dealers and salespeople must be educated and give their own buy-in for any dealer packet coupon to be successful.

She then said that she felt that while user groups who have participated in train the trainer sessions may not be “fanning out” to train outside of the groups, they were doing effective work inside individual user groups. They are training more by example.

Sandee McCullen suggested going out to the rural areas as a focus for the next year or two.

Rebecca Antle asked if the ad campaign from two years ago might be repeated. Tanna Thornburg replied that it was a possibility if the OHVAG members felt it was a good direction to go. Further discussion followed.

#### **4. Project Status and Allocation of the FY2007 OHV Recreation Fund.**

Amy Racki reiterated the ASPB-approved three programs: Onsite Management programs, Route Designation programs, and OHV Education programs. This report is meant to provide an update to the report provided at the November 2006 meeting.

There are three components to the Onsite Management program: 1) small projects, 2) OHV ambassador route monitoring, and 3) meet-and-greet events at popular staging areas. At this point in time, most of the agreements and work orders with partners have been finalized. One agreement deals with a trailer, a dirt bike, an ATV, banners and equipment through the BLM for on-site education. The ASP graphic designer is working to design a wrap for the trailer. The graphics will feature safety-equipped riders, and more. There will also be a CO2 dispenser to draw in riders looking for free air. Another item being worked on is a small graphic for the OHV Ambassadors.

There were interviews for the position of the OHV planner and six candidates were interviewed. The interviewers were Mike Sipes, Tanna

Thornburg, Amy Racki and Bob Baldwin. The new planner will focus on these projects.

Regarding small projects, Staff has asked various land agencies in the state to describe what sort of projects under \$10,000 they would like to see done within their purview.

Amy Racki said that there had been a meeting with the Maricopa County Sheriffs regarding support for the OHV Ambassadors. One issue at this point is peace officer jurisdiction across boundaries shared by different land agencies. The Maricopa County Sheriffs have an interest in the Ambassador program, and will be available to provide a presence. On a statewide level, entering into agreements with the various Sheriff offices might be one way to deal with the jurisdictional boundary issues.

Drew John said that he believes each County Sheriff has a search-and-rescue (S&R) unit, and that might be a good partnership to develop as well, especially since S&Rs have jurisdiction to cross boundaries.

With regards to route evaluations, work orders across the state with the BLM and USFS field offices have been completed and signed. Progress is being made on the route evaluations.

On the OHV education component, the work order to contribute to the new Outdoor Recreation Center is underway. There is a person heading up the effort.

Dealer packets may be done internally, but that is still under consideration, which is where progress stands at the moment. There is research underway as to how to distribute the packets, which may require a part-time staff person. AGFD is also working on a three-month intensive distribution of their rules and regulations pamphlets, possibly with input from ASP. Sandee McCullen noted that she would work to get Amy Racki invited to attend a dealer's association meeting.

There is an abundance of funds available, so Staff is making a recommendation to allot up to \$50,000 to the BLM office in Lake Havasu. This allocation would help pay for the cultural surveys needed at Osborne and Standard Wash. These areas are proposed to be open OHV areas, and prior to that possible designation, the survey must be completed.

Another Staff recommendation would be to provide \$23,000 to the Outdoor Information Center for one year. These funds would be to help provide start up costs.



Another recommendation is to allocate \$240,000 for projects of \$10,000 or less at various land agencies statewide. This would provide funds for each USFS, BLM and State Land division to do one project each, depending on whether there are OHV projects to be completed by each agency. The money would be used to complete on-the-ground projects, and could be used to provide funds for outside contract law-enforcement presence at events. These funds are not considered grant funds and are not disbursed on a competitive basis.

Sandee McCullen asked if OHV dollars could be used for property acquisition. Tanna Thornburg said that RTP funds are available for acquisitions, using that grant program. Further discussion followed.

Hank Rogers moved to accept the Staff recommendation for allocation of funds as outlined on page 17 of the OHVAG agenda packet for the meeting of January 12, 2007. Sandee McCullen seconded the motion, which carried with no further discussion.

**5. Determine Action Plan for 2007-2008.**

This topic was deferred until the March 2007 meeting.

**6. Discuss OHV Legislation.**

Drew John noted that there had been many changes to the Legislation as it goes through the process. Sandee McCullen said that there were details of specific language that still needed to be ironed out with state legislators.

Amy Racki listed the status of the following sections: Definitions are similar to the current version; Operating Restrictions have not changed substantially; the OHV Fund and new OHV revenues would be distributed between ASP (60%), AGFD (35%) and the Arizona State Land Department (5%), according to Representative Weiers. A "Use Fee" section discusses the indicia (sticker) to be required for some OHVs and to be purchased through the MVD. AGFD and the Arizona Department of Transportation (ADOT) would determine the fee for the indicia. Amy Racki said that if the vehicle is already registered, it may not be required to pay a registration fee, but would be required to buy the indicia. Joy Hernbrode read the language in the draft statute, and indicated that there was some lack of clarity there as to whether the indicia and vehicle registration are related in a manner that is easily determinable. This indicia/registration language may pertain only to quads, UTVs and similar vehicles that are not currently "street-legal".

Seventy percent of the new revenue would go the OHV Recreation Fund, 30% would go to Highway User Revenue Funds (HURF). Joe Sacco said that the fees generated from vehicle license tax, which is now going to be lost, are what those fees cover. It's a "hold-harmless" agreement. Amy

Racki clarified that OHV license plates would be designed by AGFD and ASP and would cost \$8 per vehicle. Further discussion on HURF and ADOT, including fees followed.

Amy Racki went on to note that the "Equipment Requirements" section was very similar to that drafted by the Legislation Workgroup. She mentioned changes to the section on "Exemption of OHVs". In the previous version, there was reciprocity between states; in this version it is not included. The ability of non-street legal vehicles to cross roads at a 90-degree angle has also been removed; that decision will be left up to the localities. Changes were also made regarding unloading vehicles safely at the point of operation.

Further discussion on the distribution of revenues generated by the sale of the plate, indicia fees and registration fees. Drew John noted that understanding of these fees would be critical for the future. The written version of the legislation has not kept pace with the discussion by the workgroup.

Hank Rogers noted that some concerns had been expressed by the public in a meeting held recently about how often and how high fees might be raised by the AGFD. Joy Hernbrode noted that fee changes were subject to the State of Arizona Rules Process unless there was an exemption in statute. This process is lengthy and requires a lot of public input and review. Sandee McCullen asked whether ASP and OHVAG could handle fee increases. Joy Hernbrode said that it might seem like a better idea, but that ASP is exempt from the rules process and that makes "checks and balances" less able to operate. Drew John emphasized the need for cooperation between the various agencies.

Hank Rogers asked about administration of the fees collected by MVD; it seems to him that they would be doing the distribution. Tanna Thornburg noted that 70% of the fees would be appropriated to ASP to administer. This includes distribution to the AGFD and the Arizona State Land Department. The remaining 30% for HURF would be taken off the top. Hank Rogers said that his understanding from the discussions with the workgroups was that MVD would be distributing the funds. However, this was not the understanding of others. Hank Rogers asked for clarification of MVD's role in the process. Bob Baldwin said that the MVD would collect money for the indicia and the plates, and would immediately turn those moneys over to ASP for distribution.

Joe Sacco responded that, as he understands it, HURF goes to cities and counties for road building, and it is these cities and counties, including rural towns and counties that are being held-harmless by the HURF appropriation.

Sandee McCullen noted that various sportsmen's groups had objected to the 18% of fees that belongs to ASP, until she provided them with further info. They no longer object, but they are requesting more financial info, and a cap on upper amount from which 18% might be deducted.

(Hank Rogers left the meeting at this time.)

## **E. PRESENTATIONS**

- 1. OHV Educations Projects** – This item was discussed in D3 above.
- 2. Administrative Procedures** – Ruth Shulman made a brief presentation on the importance of quorum call, the minutes and minute recordings, travel claim reimbursements, the roster, and other matters pertaining to the smooth operation of OHVAG.
- 3. Open Meeting Law and Conflict of Interest** – Joy Hernbrode made a brief presentation on the Arizona Open Meeting Law, which governs the conducting of meetings by public bodies. OHVAG, as an advisory body to the ASP Board, is a public body.
- 4. Robert's Rules of Order** – Joy Hernbrode briefly discussed the OHVAG meeting procedures and how Robert's Rules of Order are used to conduct the meetings.

## **F. REPORTS**

**1. Chair's Report** – Drew John briefly discussed his presentation to the ASP Board, and that it went well. He also noted that he has been attending meetings to discuss and help form the OHV Legislation. He mentioned an upcoming ATV Jamboree in Silver City, New Mexico March 23-25. Further information will be available in the near future.

### **2. Staff Reports**

- a. Update on ASPB Actions – Amy Racki reported that there have been no ASPB actions since the OHVAG meeting in November 2006.
- b. 2007 Trails Conference update – ASP will sponsor a motorized/non-motorized trails conference October 4-6, 2007 in Prescott Pines Camp, Arizona. The theme will be "Opportunities, Issues and Strategies for the Future." The curriculum committee sent out a call for speakers and presentations. Sandee McCullen and Chuck

Smallhouse are members of that committee. Sandee McCullen asked if NOHVCC had sent their proposal yet. Amy Racki said they had not. If any OHVAG members are interested in joining any conference committees, please let her know. BLM will provide \$5-7,000 for the cost of the conference.

- c. OHVAG presentation to ASPB update – Drew John made a presentation on OHVAG and its accomplishments to the ASPB on November 16. The presentation took 15-minutes to speak about the Legislation, various projects, the OHVAG and their roles and responsibilities and importance to the Board. He also mentioned the need for an OHV State Park. The Board was very responsive.
- d. Pima Motorsports Park (PMP) opening update – The Grand Opening took place December 2, 2006. The property has been restored and upgraded. It's open to the public three days a week for a fee of \$25.00. They have room for expansion, and plan a drag corridor. The operators do not anticipate a 4-wheel drive course any time in the future. Amy Racki asked the operators about the nearby skeet shooting range. The range expanded near the PMP area, but only on the Pima County property. Sandee McCullen mentioned a newspaper article that said user find the track "too easy" which she feels is a concern for the operators and their continued business.
- e. Recreational Trails Program workshop outcome – Bob Baldwin said the workshop on November 16th, was attended by approximately 20 people. This represents the greatest turnout to date for the workshop. He is eagerly awaiting the grant applications for this cycle.
- f. State Park Site Visit Brief – Amy Racki noted that OHVAG had discussed the possible development of a motorized state park. This is not feasible at this time. However, ASP Staff visited Alamo Lake State Park, which is often used as a gateway to motorized trails adjacent to the park, to review the usage there. AGFD, BLM and ASP met, looked at the area, and discussed opportunities for improved communications between the managing agencies, maps, signs and route designation. The on-the-ground presence in the area and parking need to be improved. There are several concerns about the riparian area and monitoring usage. Discussions will continue in the future. Sandee McCullen asked if any "small projects" funding could go for the area around Alamo Lake. Amy Racki said that it could, if the agencies request.

**E. CALL TO THE PUBLIC**

Tammy Pike of the USFS noted that Chief Bosworth would be retiring as of February 2, 2007.

**F. SUMMARY OF CURRENT EVENTS, MATTERS OF BOARD  
PROCEDURE, REQUESTS AND ITEMS FOR FUTURE AGENDAS**

Items for future agendas; Update on OHV Legislation, further info on Pima Motorsports Park, with emphasis on the skeet-shooting range and the course difficulty level. Tammy Pike would like to give an update on the Tonto National Forest travel management plan.

**G. TIME AND PLACE OF NEXT MEETING**

Friday, March 30 at 1:00pm at the Phoenix Zoo.

**H. ADJOURNMENT**

Chair John called for a motion to adjourn. Sandee McCullen moved to adjourn the meeting. Pete Pfeifer seconded the motion, which carried without further discussion. The meeting adjourned at 4:25pm.